

**MINUTES**  
**#11-12-13**  
**NOVEMBER 26, 2012**  
**SALARIES AND GRIEVANCES COMMITTEE**  
**LOWER LEVEL CONFERENCE ROOM - CITY HALL – 4:15 PM**

**Members:** Alderpersons, Chair Cory Roeseler; Vice Chairman Julie Kath;  
Jodi Vander Weele; David Van Akkeren; Mary Lynne Donohue

**Ex-officio Member:** Sandy Rohrick Human Resources Manager

**Excused:** Alderpersons Donohue, Vander Weele.

**Others in Attendance:** Jim Amodeo, Chief Hermann, David Biebel, Chief Domagalski

**OPEN:**

1. Call meeting to order.

Ald. Roeseler called the meeting to order at 4:15 p.m.

2. Pledge of Allegiance.

The Pledge was recited.

3. Approval of the November 12, 2012 Minutes.

Motion by Ald. Kath to approve the minutes, Second by Ald. Van Akkeren, All Ayes, Motion passes.

4. Discussion and possible action regarding the PTO Policy, clarification of the Discretionary and Vacation time.

Sandy stated that there has been a problem with new employees on how they receive their time-off, and wanted to add/clarify the prorated time-off to the PTO Policy. For the most part new employees are prorated depending on the time of year they start in the previous year. Motion to approve the clarification of the PTO Policy by Ald. Kath, Second by Ald. Van Akkeren, All Ayes, Motion passes.

5. Discussion and possible action on the Harassment Policy for the City of Sheboygan.

Sandy indicated that the City has a Harassment Policy, which was initiated in 2001, updated in 2004, and since then CVMIC had some suggested updates.

Motion to approve the updated Harassment Policy, by Ald. Van Akkeren, Second by Ald. Kath, All Ayes, Motion passes.

6. Set date and time of next Committee meeting.

To be determined.

7. Adjourn

Motion to adjourn by Ald. Van Akkeren, Second by Ald. Kath, All Ayes, Motion Passes.

*Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.*